

FAA BITS II WORK ORDER

CLIN NO.	CONTRACT NO.
ACCOUNTING CODE	SUPPORT AREA:
ORDER AMOUNT	DATE SUBMITTED:
DESCRIPTION OF WORK	

	RATE	HOURS	COST
CLINS			
DIRECT LABOR ON/OFF SITE	\$	0.00	\$ 0.00
SUBCONTRACTOR LABOR ON/OFF SITE	\$	0.00	\$ 0.00
(multiple entries as required)			
SUB-TOTAL LABOR		0.00	\$ 0.00
SUB-CONTRACTOR BURDEN RATE (if applicable)			\$ 0.00
TOTAL LABOR			\$ 0.00
OTHER DIRECT COSTS (ODCs)			
Hardware/Software			\$ 0.00
Materials			\$ 0.00
Travel			\$ 0.00
Other			\$ 0.00
SUBTOTAL ODCs			\$ 0.00
Administrative Handling Fee (%) (if applicable)			\$ 0.00
TOTAL ODCs			\$ 0.00
TOTAL COST			\$ 0.00

HISTORY OF FAA WORK ORDER MODIFICATIONS¹

Original Order Amount:	\$ 0.00
Order Amount Modification No. 1:	\$ 0.00
Order Amount Modification No. 2:	\$ 0.00
Order Amount Modification No. 3:	\$ 0.00
Total Order Amount To Date:	\$ 0.00

FAA Contracting Officer		DATE:	
FAA Contracting Officer Technical Representative (COTR):		DATE:	
FAA Technical Officer Representative (TOR)		DATE:	
Contractor Contract Manager		DATE:	

CURRENT COMPLETION DATE:²

REVISED COMPLETION DATE:

PERIOD OF PERFORMANCE (START TO COMPLETION)

POCs:

TOR Name: _____	Phone _____	Office # _____
Contractor Name: _____	Phone _____	Fax _____

FAA WORK ORDER NUMBER AND TITLE

¹ The history of FAA Work Order Modifications is required only for work order modifications.

² Current and Revised Completion Dates are required only for work order modifications; the original work order should only have the Completion Date:

**FAA BITS II WORK ORDER
TITLE AND NUMBER**

A. BACKGROUND

[Insert a brief paragraph describing the overall mission and objectives of the funding organization(s) plus a comprehensive description of the specific program/project supported by this effort.]

B. PURPOSE AND SCOPE

[Describe the purpose of this workplan to include the project's major goals and measurable objectives and the project's period of performance.]

C. TASKS

[Provide a complete description of the proposed technical approach by task and subtask and include a description of major deliverables within each of the tasks/subtask and the number of days/weeks/months for completion of major deliverables. Specify separate deliverable dates for drafts and final deliverables.]

TASK 1. TITLE OF TASK ONE

1.1 Title of Subtask 1.1 *[This subtask will always refer to the project's "kick-off" meeting to be held no later than a calendar week after work order award.]*

1.2 Title of Subtask 1.2

1.3 Title of Subtask 1.2

TASK 2.0 TITLE OF TASK TWO

2.1 Title of Subtask 2.1

2.2 Title of Subtask 2.2

2.3 Title of Subtask 2.2

TASK 3.0 TITLE OF TASK THREE

TASK 4.0 TITLE OF TASK FOUR

4.1 Title of Subtask 4.1

4.2 Title of Subtask 4.2

4.3 Title of Subtask 4.3

TASK 5.0 TITLE OF TASK FIVE

TASK 6.0 TITLE OF TASK SIX

D. PROJECT MANAGEMENT

By the first week of each calendar month, the BITS Prime Contractor Program Manager will provide a written report to the FAA Contracting Officer's Technical Representative (COTR) on the technical and cost status of task activities that were carried-out during the previous month and the status of task activities scheduled to take place during the following reporting period. The BITS Prime Contractor Program Manager will also provide the FAA COTR the actual hours worked in order to ensure that the level of effort is in line with estimated hours.

Table 1, on page __, presents the proposed Schedule of Activities/Deliverables. Table 2, on page __, presents the proposed Person Loading Chart.

[All Work Order Modifications will also provide complete budget as of the original work order award or last work order modification (Table 1), the budget for the proposed modification (Table 2), and the budget for the FAA Work Order as of the proposed modification.]

FAA WORK ORDER NUMBER AND TITLE

TABLE 1. SCHEDULE OF DELIVERABLES/ACTIVITIES³

(As of _____)⁴

TASK	ACTIVITY	START	EXPECTED COMPLETION DATE
1.0	Title of Task One		
	1.1 Title of Subtask 1.1	Award Date	Number of Days from Award
	1.2 Title of Subtask 1.2		
	1.3 Title of Subtask 1.3		
2.0	Title of Task Two		
	2.1 Title of Subtask 2.1		
	2.2 Title of Subtask 2.2		
	2.3 Title of Subtask 2.3		
3.0	Title of Task Three		
4.0	Process the Survey Data		
	4.1 Title of Subtask 4.1		
	4.2 Title of Subtask 4.2		
	4.3 Title of Subtask 4.3		
5.0	Title of Task Five		
6.0	Title of Task Six		
8.0	Project Reporting Requirements	17th of Each Month	18th of Each Month

³ Unless specific calendar dates are specified in the SOW, provide the number of days/weeks/months from award of work order and include a footnote that the start and completion dates will be changed to actual calendar dates upon award of work order and will be presented at the project's "kick-off" meeting under the initial subtask 1.1.

⁴ Insert Modification Number and Date.

FAA WORK ORDER NUMBER AND TITLE

TABLE 2. PERSON LOADING CHART

(As of _____)⁵

TASK	ACTIVITY	BITS PROGRAM MANAGER				TOTAL
1.0		0.00	0.00	0.00	0.00	0.00
2.0		0.00	0.00	0.00	0.00	0.00
3.0		0.00	0.00	0.00	0.00	0.00
4.0		0.00	0.00	0.00	0.00	0.00
5.0		0.00	0.00	0.00	0.00	0.00
6.0		0.00	0.00	0.00	0.00	0.00
7.0	Project Reporting Requirements	0.00	0.00	0.00	0.00	0.00
	TOTAL	0.00	0.00	0.00	0.00	0.00

⁵ Insert Modification Number and Date.

